

# Job Description

|                        |                                      |        |        |
|------------------------|--------------------------------------|--------|--------|
| Designation of Post    | Attendance / Family Pastoral Officer | Grade: | Band D |
| Responsible to         | Headteacher                          |        |        |
| Immediate Subordinates |                                      |        |        |

## Job Purpose

To work directly with vulnerable pupils and their families to break down barriers to education, promote regular school attendance, and improve children's overall well-being. Within school, the role works closely with pupils to manage behaviour and support their mental health using coregulation strategies, alongside wider family engagement, targeted attendance interventions, and multi-agency collaboration to ensure every child is supported to attend school and succeed.

## Key Tasks

1. Monitor support systems, and procedures for pupil attendance.
2. Contribute to the development of attendance policies.
3. Provide support, advice and guidance on attendance issues to senior staff.
4. Liaise with other staff, pupils, parents/carers and external agencies to improve attendance of persistent absentees.
5. Liaise with teaching staff to provide particular support to targeted pupils to improve attendance and help them to overcome barriers to learning.
6. Assist in maintaining contact with pupils' families/carers to inform them of progress and issues around attendance.
7. Collate information and maintain records of pupil attendance.
8. Maintain confidentiality in relation to pupils' personal circumstances.
9. Develop and maintain recording and information systems, e.g. attendance (Arbor).
10. Organise home visits to support parents in improving the attendance of their children
11. Responsible for completion and submission of forms, returns etc., including those to outside agencies.
12. Liaise with the Local Authority Attendance Officer to produce attendance action plans for individual pupils
13. Work in partnership with the school Family Link workers
14. Undertake research and obtain information to inform decisions around attendance management.
15. Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection reporting all concerns to an appropriate person.
16. Be aware of and support equal opportunities for all.
17. To be a proactive member of the school team, contributing to the overall ethos / work / aims of the school.
18. Participate in training and other learning activities and performance development as required.
19. Recognise own strengths and areas of expertise and use these to advise and support others.
20. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.
21. To promote pupils' development in a safe, secure, challenging environment.
22. To have regard for the safety and well-being of the pupil at all times.
23. To develop an understanding of the pupil's specific needs in order to help them learn as effectively as possible.
24. To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
25. To support pupil record keeping as requested.
26. Work directly with pupils within school to support positive behaviour, using trauma informed and co-regulation strategies.

***Individuals in this role may also undertake some or all of the following:***

1. Support the transition of pupils between phases.
2. Provide targeted support for vulnerable pupils to promote mental health emotional, well-being, resilience and possible social skills.
3. To work alongside other professionals in assessing children's progress/needs.
4. To attend appropriate staff meetings as required.
5. To support parents working in schools.
6. To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school.
7. To attend relevant professional development to update knowledge.

**NOTE:**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by: Liscard Primary School, Withens Lane, Liscard, Wirral, CH45 7NQ

Signed by Headteacher: Jane Fagan



Date: 15<sup>th</sup> September 2026